

US EPA ARCHIVE DOCUMENT

REQUEST FOR PROPOSALS: *Innovative Source Reduction for Land-Based Sources of Marine Debris from Coastal Watersheds*

Federal Agency: U.S. Environmental Protection Agency (EPA) Region 9

Announcement Type: Request for Proposals (RFP)

Catalog of Federal Domestic Assistance Numbers: 66.439

Funding Opportunity Number: EPA-R9-WTR3-12-003

Submission Date: Proposals are due on Friday, June 8, 2012, 5:00 p.m., Pacific Standard Time (PST). Applicants may submit a proposal by mail or electronically through Grants.gov. Proposals will not be reviewed if they are emailed, faxed, or received after the submission date and time. For complete information on submitting a proposal refer to Section IV of this RFP.

OVERVIEW: U.S. EPA Region 9 is soliciting proposals under this announcement for projects that conserve, restore and protect the water quality, habitat and environment of coastal waters, estuaries, bays, near shore, and ocean waters through innovative and comprehensive approaches to reducing land-based sources of marine debris. Applicants are strongly encouraged to submit proposals that demonstrate and promote the economic benefits of source reduction, inspire innovative local policies promoting litter prevention, and foster creative collaborative partnerships between local government, non-profits, and business. Proposals that principally support recycling, clean-up, treatment, trash capture/removal, plastic bag and/or polystyrene bans, or disposal activities will not be considered for funding.

Eligibility: States, local governments, public and private nonprofit institutions/organizations, federally recognized Indian tribal governments, U.S. territories or possessions, and interstate agencies are eligible to apply. For complete eligibility requirements refer to Section III of this RFP.

Funding: The total amount expected to be awarded under this announcement is approximately \$283,660. EPA Region 9 anticipates awarding approximately one to three grants under this solicitation with project periods of up to three years. Applicants must demonstrate in their proposal submission how they will provide the minimum non-federal match of 25 percent of the total cost of the proposal. For complete award information, including match requirements, refer to Section II of this RFP.

IMPORTANT DATES:

June 8, 2012 Proposals must be received via Grants.gov, mail, overnight delivery, hand delivery, or courier service by 5:00 p.m., PST.

July 6, 2012 Initial project approvals identified and project applicants selected for funding will be requested to submit a formal application package.

July 20, 2012 Complete application and work plans received by EPA.

September 30, 2012 Awards made.

*The above dates, other than the June 8, 2012 proposal submission date, are anticipated dates and may be subject to change.

CONTENT OF FULL TEXT ANNOUNCEMENT:

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I. FUNDING OPPORTUNITY DESCRIPTION

A. Background

Marine debris generated from trash in coastal runoff degrades estuarine, near shore, and open ocean habitats. It endangers marine and coastal wildlife, causes navigation hazards, results in economic losses to industry and governments, and threatens human health and safety. With up to 80% of marine debris coming from land-based sources, reduction in the amount of virgin and waste material generated upstream will result in less trash having to be captured and removed downstream. Activities must target and reduce sources of terrestrial trash not just end-of-pipe treatment. True source reduction and pollution prevention lessens the need for costly treatment controls such as catch basin full capture devices, enhanced street sweeping, and beach cleanups. Source reduction is the cost effective, long term solution to reducing trash and debris in the ocean.

Cost of Marine Debris: Local governments address marine debris through recycling and trash collection, street cleaning, and litter cleanup. In California residents pay approximately \$25 million annually for marine debris related cleanups. Reduction and prevention strategies will reduce this economic burden of marine debris management on communities. There is an economic incentive for reducing marine debris through product stewardship, implementing material reduction ordinances, and/or changing procurement practices. Source reduction can save businesses and industry money by buying fewer raw materials and reducing energy costs. For example, companies can reduce material costs by incorporating reusables; buying in bulk to minimize packaging; or specifying more efficient packaging to reduce trucking and fuel costs. (<http://www.epa.gov/epawaste/wycd/catbook/busins.htm>)

Product Stewardship and Packaging: Plastic comprises 60% – 80% of marine debris, and more specific characterizations show that packaging makes up 30% - 40% of marine debris collected on beaches and in catchment systems. Nationally 72 million tons of food containers and packaging were disposed in 2009, and minimizing this waste stream will significantly reduce the amount of potential ocean litter. Often consumers dispose or litter more packaging because product take-back systems and reuse/recycling incentives are lacking. Minimizing procurement of difficult-to-recycle goods, creating mechanisms for product/package take-back, limiting use of targeted materials, and ‘incentivizing’ reuse are mechanisms that facilitate source reduction. (<http://www.epa.gov/region9/marine-debris/>)

B. Goals and Priorities of this Request for Proposals

The goal of this RFP is to fund projects that conserve, restore and protect the water quality, habitat and environment of coastal waters, estuaries, bays, near shore, and ocean waters through innovative and comprehensive approaches to reducing land-based sources of marine debris in coastal watersheds. Applicants are strongly encouraged to submit proposals that demonstrate and promote the economic cost benefits of trash source reduction, inspire innovative local policies promoting marine debris prevention, and foster creative collaborative partnerships between local government, non-profits, business, and/or industry. Proposals that principally support recycling, clean-up, treatment, trash capture/removal, plastic bag and/or polystyrene bans, or disposal activities will not be considered for funding.

This RFP seeks projects that focus on minimizing commonly found marine debris items according to surveys, e.g., beach cleanup data, litter studies, and stormwater catchment analyses. Successful applicants will: (1) have a thorough knowledge of the watershed(s) and major sources/types of trash; (2) work to achieve source reduction goals of a watershed’s management and/or marine debris plan; (3) propose a specific project to reduce sources of trash and prevent pollution of the watershed(s); (4) demonstrate broad-based support from public and private entities; and (5) have a record of managing watershed projects. Activities proposed for funding are not required to address the entire watershed, but

are expected to be based on a comprehensive assessment and plan for the watershed. Project tasks should result in tangible, measurable outputs and outcomes within a relatively short time period of one to three years. Proposals must also have a monitoring and/or evaluation component to measure the project's environmental outputs and outcomes.

Watershed plans such as total maximum daily load (TMDL) implementation plans for trash, Phase I municipal separate storm sewer system (MS4) permits, and regional marine debris plans contain source reduction targets for trash. The aim of this RFP is to achieve trash reduction targets (i.e., improve water quality) with true source reduction practices, not with capture and removal practices (e.g., catch basin full capture devices). This RFP seeks effective source reduction projects that reduce the volume of trash generated in coastal watersheds.

C. EPA's Strategic Plan Linkage and Anticipated Outputs/Outcomes

Pursuant to Section 6a of EPA Order 5700.7, "Environmental Results under EPA Assistance Agreements," EPA must link proposed assistance agreements to the EPA's Strategic Plan. EPA also requires that applicants and recipients adequately describe environmental outputs and outcomes to be achieved under assistance agreements. (<http://www.epa.gov/ogd/grants/award/5700.7.pdf>)

1. **Strategic Plan:** This solicitation targeting land-based sources of marine debris is part of the West Coast Estuaries Initiative, a focused effort under the Targeted Watersheds Grant (TWG) Program, and linked to the 2003-2008 EPA Strategic Plan. It is predicated on the concept that watersheds are improved most effectively and efficiently by managing water resource use and water quality on a watershed basis; and marine debris is best addressed by source reduction, not capture and removal, in coastal watersheds. The TWG Program supports U.S. EPA strategic goals to improve and restore impaired water quality on a watershed basis and facilitate ecosystem-scale protection and restoration under Strategic Plan Goal 2 - Clean and Safe Water, Objective 2.2 (Protect Water Quality), Sub-objective 2.2.1 (Protect and Improve Water Quality on a Watershed Basis) and Goal 4 - Healthy Communities and Ecosystems, Objective 4.3 (Ecosystems), Sub-objective 4.3.1 (Protect and Restore Ecosystems). In accordance with the goals and objectives in the Strategic Plan, selected projects need to achieve quantifiable environmental results within the project period. Therefore, applicants for these funds must include specific statements describing the environmental results of the proposed project in terms of well-defined "outputs" and to the maximum extent practicable, well-defined "outcomes". (<http://www.epa.gov/ocfo/plan/plan.html>)

2. **Project Outputs:** The term "output" means an activity, effort, and/or associated work product related to an environmental goal or objective that will be produced or provided over the period of time or by a specific date. Outputs may be quantitative or qualitative but must be measurable during an assistance agreement funding period. Proposals must include a description of how assistance agreement recipients will track and measure progress toward the environmental goal throughout the assistance agreement period. Expected outputs from the projects to be funded under this solicitation may include, but are not limited to, the following:

- Number of source reduction practices implemented to reduce trash inputs to the watershed(s).
- Number of local source reduction ordinances or resolutions.
- Number of policies encouraging less single use plastic packaging.
- Number partnerships with local businesses to reduce trash.
- Number of economic incentives promoting source reduction and reuse.
- Number of commitments by industry to reduce product packaging.

3. Project Outcomes: The term "outcome" means an environmental result, effect or consequence that will occur from carrying out an environmental program or activity that is related to an environmental or programmatic goal or objective. Outcomes may be environmental, behavioral, health-related, or programmatic in nature, but must be quantitative. Outcomes may be short-term (i.e., changes in learning, knowledge, attitude, skill), intermediate (i.e., changes in behavior, practice, or decisions), or long-term (i.e., changes in condition of natural resources). Proposals must include a description of project outcomes resulting from the project outputs. Expected outcomes from projects funded under this solicitation may include, but are not limited to, the following:

- Trash load reductions that lead to delisting of impaired waters.
- Zero trash discharged to coastal streams as a result of collaborative partnerships.
- Amount of trash prevented from entering the watershed(s) as result of source reduction policies.
- Capacity building at the local level to address nonpoint sources of water pollution, such as trash.
- Volume of trash reduced from business and industry commitments to reduce packaging.
- Amount of trash reduced as a result of behavioral changes such as switching to reusables.

D. Statutory Authority

The funds for the awards under this announcement were appropriated to EPA in the Fiscal Year 2008 Consolidated Appropriations Act.

II. AWARD INFORMATION

A. Available Funding and Project Period(s): The total amount anticipated to be awarded under this announcement is \$283,660. U.S. EPA Region 9 anticipates awarding one to three grants under this solicitation ranging from \$90,000 to \$283,660. Funding for the projects is not guaranteed and is subject to the availability of funds, the evaluation of proposals based on the criteria in this announcement, and other applicable considerations. In addition, EPA reserves the right to make no awards, or fewer awards than expected under this announcement. Further, award of funding through this competition is not a guarantee of future funding. EPA also reserves the right to make additional awards under this announcement consistent with Agency policy if additional funding becomes available after the original selection decisions. Any additional selections for awards will be made no later than six months after the original selection decisions.

B. Project Period for Awards: The estimated project period for awards resulting from this solicitation is estimated to begin in October 2012. Proposed project periods may be up to three years.

C. Partial Funding: In appropriate circumstances, EPA reserves the right to partially fund proposals under this announcement by funding discrete activities, portions, or phases of proposed projects. If EPA decides to partially fund a proposal, it will do so in a manner that does not prejudice any applicants or affect the basis upon which the proposal, or portion(s) thereof, was evaluated and selected for award, and that maintains the integrity of the competition and selection process.

D. Funding Type: Projects selected will receive funding in the form of grants.

III. ELIGIBILITY INFORMATION

A. Eligible Applicants: States, local governments, public and private nonprofit institutions/organizations, federally recognized Indian tribal governments, U.S. territories or

possessions, and interstate agencies are eligible to apply. For-profit commercial entities and all Federal agencies are ineligible. Nonprofit organizations described in Section 501(c)(4) of the Internal Revenue Code that engage in lobbying activities as defined in Section 3 of the Lobbying Disclosure Act of 1995 are not eligible to apply.

B. Cost Sharing/Match Requirement: Matching funds of 25 percent of the total project cost are required under this competition. Accordingly, EPA is requiring applicants to demonstrate in their proposal submission how they will provide the non-federal match of 25% of the total cost of the proposed project. This means EPA will fund a maximum of 75% of the total project cost. In addition to cash, matching funds can come from in-kind contributions, such as the use of volunteers and/or donated time, equipment, expertise, etc., consistent with the regulations governing matching fund requirements (40 CFR 31.24 or 40 CFR 30.23) from your own organization and/or your project partners. Federal funds may not be used to meet the match requirement for this grant program unless authorized by the statute governing their use. The following examples may be useful to develop the correct match amount:

Example Formula One: **Total Project Cost X .25 = Match.**

If the total project cost is, for example, \$100,000, then multiply that amount by .25 to find the required match, \$25,000, and the remainder, \$75,000, is the federal amount to be requested, which provides 75% of the project total.

Example Formula Two: **(Federal Portion / .75) - Federal Portion = Match.**

If the federal amount to be requested is, for example, \$100,000, divide that amount by .75 (\$133,333 or project total), and subtract by \$100,000 to determine the required \$33,333 in matching funds, which is 25% of the project total.

Tribes and tribal watershed groups may be exempt from this match requirement if EPA determines they are constrained to such an extent that fulfilling the match requirement would impose undue economic hardship. Tribes and tribal watershed groups wishing to be exempt from the minimum 25 percent match requirement must submit a written request with justification along with the proposal. If approved, the proposal will be scored as if it meets the minimum 25 percent match. (See Section V.)

C. Threshold Eligibility Criteria: These are requirements which, if not met by the time of proposal submission, will result in elimination of the proposal from consideration for funding. Only proposals that meet all of these criteria will be evaluated against the ranking factors in Section V. of this announcement. Applicants deemed ineligible for funding consideration as a result of the threshold eligibility review will be notified within 15 calendar days of the ineligibility determination.

1. An applicant must meet the applicant eligibility requirements as described in Section III. A.
2. Projects must conserve, restore and protect the water quality, habitat and environment of coastal waters, estuaries, bays, near shore, and ocean waters through innovative and comprehensive approaches to reducing land-based sources of marine debris in coastal watersheds. Proposals must have a monitoring and/or evaluation component to measure the project's environmental outputs and outcomes.
3. Proposals must support Strategic Plan Goal 2 and 4 of EPA's 2003-2008 Strategic Plan as specified in Section I.C.1.

4. Applicants must demonstrate how they will provide a match of at least 25 percent of the total project cost as described in Section III.B. (This criterion does not apply to Tribal applicants who have received a cost-share waiver from U.S. EPA Region 9. See III.B.).
5. Proposals must substantially comply with the proposal submission instructions and requirements set forth in Section IV of this announcement or else they will be rejected. However, where a page limit is expressed in Section IV. with respect to the proposal, pages in excess of the page limitation will not be reviewed.
6. Projects must occur in a coastal or estuarine watershed(s) in U.S. EPA Region 9.
 - 7a. Proposals must be received by EPA via Grants.gov, mail, overnight delivery, hand delivery, or courier service by **5:00 p.m. Pacific Standard Time on June 8, 2012**, as specified in Section IV. of this announcement. Applicants are responsible for ensuring that their proposals reach the designated person/office specified in Section IV. of the announcement by the submission deadline. Failure to do so may result in your proposal not being reviewed.
 - b. Proposals received after the submission deadline will be considered late and returned to sender without further consideration unless the applicant can clearly demonstrate that it was late due to EPA mishandling or because of technical difficulties associated with www.grants.gov. Where Section IV. requires proposal receipt by a specific person/office by the submission deadline, receipt by an agency mailroom is not sufficient.
 - c. Proposals submitted by fax or emailed directly to EPA Region 9 will not be considered.
8. Phase II municipal separate storm sewer system (MS4) permit projects and the development of total maximum daily loads (TMDLs) are ineligible. Note: Phase I MS4 permit projects and TMDL implementation projects are eligible.
9. If a proposal is submitted that includes any ineligible tasks or activities, that portion of the proposal will be ineligible for funding and may, depending on the extent to which it affects the proposal, render the entire proposal ineligible for funding.
10. Proposals that principally support recycling, clean-up, treatment, trash capture/removal, plastic bag and/or polystyrene bans, or disposal activities will not be considered for funding.

D. Funding Restrictions

Under this solicitation, land acquisition (foreign or domestic) or proposals that contain work plans with a majority of the activities to be implemented outside of U.S. borders will not be considered for funding. Projects with any international work activities included must directly and primarily benefit U.S. waters.

The construction of buildings or other major structures, or the purchase of major equipment or machinery will not be funded under this program.

For the purpose of this solicitation, construction of “major structures” is defined as an activity that involves earth moving activities and results in a relatively permanent structure constructed over a plot of land or in a body of water. Examples may include, but are not limited to, dams, reservoirs, sewage treatment centers, and cluster systems.

For the purpose of this solicitation, “major equipment” is defined as an article of property of a durable nature that normally may be expected to have a period of service of a year or more after being put into

use and an acquisition cost which equals or exceeds \$10,000. Examples may include, but are not limited to vehicles, boats, motor homes, office furniture, construction equipment such as backhoes, fork-lifts, and trash booms, compaction systems, and trash capture devices. Note that the leasing of equipment may be permitted, but is contingent on justification of need in the work plan.

IV. PROPOSAL AND SUBMISSION INFORMATION

A. Form of Proposal Submission and Deadline. Applicants have the option to submit their proposal in *one* of two ways: electronically via www.grants.gov or hard copy and CD by regular first class US Postal Service mail, overnight delivery, hand delivery, or courier service. Complete proposal packages must be submitted electronically through grants.gov or **received** by EPA Region 9 at the address below by **5:00 p.m. Pacific Standard Time on June 8, 2012.**

1. Grants.gov – Electronic submission. Applicants who wish to submit their proposals electronically through the federal government’s Grants.gov website may do so. Grants.gov allows an applicant to download an application package template and complete the package offline based on agency instructions. After an applicant completes the required package, they can submit the package electronically to Grants.gov, which transmits the package to EPA. Complete instructions for submitting applications via grants.gov are included as **Attachment A** to this announcement.

For more information, go to <http://www.grants.gov> and click on “Get Registered” on the left side of the page. **Note that the registration process may take a week or longer to complete.** If your organization is not currently registered with Grants.gov, please encourage your office to designate an Agency Official Representative and ask that individual to begin the registration process as soon as possible.

2. Hard Copy and Compact Disc (CD). If selecting this method of submission, applicants must send two hard copies of the proposal package as described below in **Section IV.C.**, and a CD of the proposal package via mail, overnight delivery, hand delivery, or courier service. To reduce paper use, applicants are requested to submit double-sided printed proposals. **Please address all submissions to:**

Ephraim D. Leon-Guerrero
Innovative Source Reduction for Land-Based Sources
of Marine Debris from Coastal Watersheds
Watersheds Office
U.S. EPA Region 9 (WTR-3)
75 Hawthorne Street
San Francisco, CA 94105

The CD may contain files in Adobe Portable Document Format (.pdf), Microsoft Word (.doc), or WordPerfect (.wpd). Letters of support and maps will need to be scanned so that they can be submitted as part of the CD. Pictures and/or computer generated maps may be included as separate files using .jpg or .tif format.

B. Content of Proposal Submission. Applicants must include the information outlined below in their proposals regardless of mode of submission. Proposals must be no longer than **six pages** (8 ½ x 11 inches, single spaced); pages in excess of this page limitation will not be reviewed. Applicants must also ensure that, to the extent not otherwise addressed below, their proposals provide information addressing all of the proposal evaluation criteria identified in Section V.A.1., and demonstrate how they

will meet the required match. Forms 424, 424(A), the map, and letters of support DO NOT count toward the six page limit.

Proposal Submission Content	
Applicant Information on Federal Assistance Standard Form 424 (not part of six page limit)	Include applicant (organization) name, address, contact person, phone number, fax and e-mail address. This form also requires a Central Contractor Registration (CCR), a Dun and Bradstreet (D&B), and Data Universal Numbering System (DUNS) number (see Section VI.C. for more information).
Budget Summary on Federal Assistance Standard Form 424(A) (not part of six page limit)	Provide overall budget information on the form's tabular format including the specific amount being requested from EPA, the required match, and the total project cost.
Proposal Narrative: <u>Project Scope/Approach</u> (part of the six page limit)	The proposal narrative must address each of the proposal evaluation criteria identified in Section V.A.1. to achieve the RFP goals in Section I.B. Describe the specific water quality and environmental problems to be addressed and outline the major project tasks. Identify the watersheds and/or water bodies to be addressed. Discuss the rationale and technical basis for the proposed activities and expected results. Identify the relevant source reduction goals of the watershed plan (e.g., trash TMDL implementation plan, Phase I MS4 permit w/trash provisions, regional marine debris plan, etc.) and/or other documents that provide the rationale for the project. Be as specific as possible when identifying the watershed/source reduction plan(s) and their specific priorities, objectives, and/or actions to be implemented by the project. Describe how the project's source reduction tasks will also reduce costs to local government, businesses, and/or industry. Include a description of the partnerships and community involvement important to project success. If planning activities are proposed, discuss the likelihood of these activities resulting in subsequent environmental results. Proposals must also have a monitoring and/or evaluation component demonstrating measurable environmental outputs and outcomes as described in next section below.
Proposal Narrative: <u>Environmental Results (Outputs/Outcomes)</u> (part of the six page limit)	Clearly describe the expected environmental results in terms of outputs (Section I.C.2) and outcomes (Section I.C.3). Be as specific as possible in quantifying the anticipated outputs and outputs/outcomes. Special emphasis should be placed on specifying quantitative outcomes related to reducing sources of trash and marine debris resulting in improved water quality enhanced habitat. Discuss the extent, magnitude and significance of the anticipated results. For example, identify pollutant load reductions to be achieved in terms of the overall reductions and timeframe necessary to achieve water quality standards. Describe how the proposed activities were selected to maximize the anticipated results. Outcomes achievable beyond the assistance agreement funding period should be included. Identify how progress towards achieving the outputs and outcomes will be tracked and measured over the expected project time period in the monitoring and/or evaluation plan.
Partnerships	Describe your project partners and community involvement in carrying

(part of the six page limit)	out your project. Provide letters of support from project partners to substantiate their role. Provide specifics as to the roles the partners will play to support the proposed project activities. Specifically describe whether the project partners establish or enhance new and unique relationships that contribute to expected environmental results and include agencies that have purview over source reduction decisions.
Budget Detail (part of the six page limit)	Clearly explain how EPA funds will be used. This section provides an opportunity for a narrative description of the budget found in the SF 424A. Applicants must itemize costs related to personnel, fringe benefits, contractual costs, travel, equipment, supplies, other direct costs, indirect costs, and total costs. Explanations of the costs associated with each project task, including match amounts in full or in part from project partners, should be provided. Description of costs should correspond to figures presented in the SF 424(A). A table highlighting key tasks and/or outputs for the length of the project with the associated budget breakdown is recommended. Discuss whether the overall project costs and the various components are cost-effective and reasonable in furthering future source reduction.
Programmatic Capability and Past Performance (part of the six page limit)	Provide information on your organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and your staff expertise/ qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project. Submit a list of federally and/or non federally funded assistance agreements (assistance agreements include federal grants and cooperative agreements but not federal contracts) similar in size, scope and relevance to the proposed project that your organization performed within the last three years (no more than five agreements and preferably EPA agreements), and describe (i) how you were technically able to successfully complete and manage those agreements and (ii) your history of meeting the reporting requirements under those agreements, including whether you reported timely progress towards achieving the expected outputs and outcomes of those agreements (and if not, explain why not) and whether you submitted acceptable final technical reports. In evaluating applicants under these factors in Section V.A.1., EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and/or from current/prior grantors (e.g., to verify and/or supplement the information provided by the applicant). If you have no relevant or available past performance or past reporting history, please indicate this in the proposal and you will receive a neutral score for these factors. If you do not provide any response for these items, you may receive a score of zero for these factors.
Map (not part of six page limit)	Provide a map of the watershed(s) and the proposed work areas related to the project. Maps of HUCs (also known as USGS Cataloging Units) and state 303(d) listings can be found on EPA's Surf Your Watershed web site at http://www.epa.gov/surf/

C. Intergovernmental Review. If selected for award, applicants (except for Tribal applicants) must comply with the Intergovernmental Review Process and/or consultation provisions of Executive Order

12372. EPA's implementing regulations for this Executive Order can be found at 40 CFR Part 29.1-29.13. Applicants should consult the office or official designated as the single point of contact (SPOC) in their state for more information on the process the state requires to be followed in applying for assistance if the state has selected the program for review. You may find a listing of SPOCs at the following website maintained by the Office of Management and Budget:
<http://www.whitehouse.gov/omb/grants/spoc.html>.

D. Confidential Business Information. It is not recommended that confidential business information ("CBI") be included in your proposal/application. However, if CBI is included in the proposal/application, it will be handled in accordance with 40 CFR Part 2.203. Applicants must clearly indicate which portion(s) of their proposal/application they are claiming as CBI. EPA will evaluate such claims in accordance with 40 CFR Part 2. If no claim of confidentiality is made, EPA is not required to make the inquiry to the applicant which is otherwise required by 40 CFR Part 2.204(c)(2) prior to disclosure. EPA protects competitive proposals/applications from disclosure under applicable provisions of the Freedom of Information Act prior to the completion of the competitive selection process.

E. Proposal Communications and Assistance. In accordance with EPA's Competition Policy of January 11, 2005 (EPA Order 5700.5A1), EPA staff will not meet with individual applicants to discuss draft proposals, provide informal comments on draft proposals, or provide advice to applicants on how to respond to ranking criteria. However, EPA will respond to questions regarding threshold eligibility criteria, administrative issues related to the submission of the proposal, and requests for clarification about the announcement. In addition, EPA may contact applicants to clarify threshold eligibility issues, if necessary, prior to making an eligibility determination.

F. Management Fees. When formulating budgets for proposals/applications, applicants must not include management fees or similar charges in excess of the direct costs and indirect costs at the rate approved by the applicants cognizant audit agency, or at the rate provided for by the terms of the agreement negotiated with EPA. The term "management fees or similar charges" refers to expenses added to the direct costs in order to accumulate and reserve funds for ongoing business expenses, unforeseen liabilities, or for other similar costs that are not allowable under EPA assistance agreements. Management fees or similar charges may not be used to improve or expand the project funded under this agreement, except to the extent authorized as a direct cost of carrying out the scope of work.

G. Contracts and Subawards/Subgrants. EPA awards funds to one eligible applicant as the "recipient" even if other eligible applicants are named as "partners" or "co-applicants" or members of a "coalition" or "consortium." The recipient is accountable to EPA for the proper expenditure of funds and reporting requirements.

1. Subawards, Contracts, and Partnerships. If successful applicants intend to use EPA grant funds to purchase goods or services under the grant, such applicants must compete the contracts for those goods and services and conduct cost and price analyses to the extent required by the procurement provisions of 40 CFR Part 30 or 31. The regulations also contain limitations on consultant compensation. While applicants are not required to identify contractors or consultants in their proposal, if they do so it does not relieve the applicant of its obligations to comply with competitive procurement requirements, nor does it guarantee that costs incurred for such contractor/consultant will be eligible under the grant/cooperative agreement. Please note that applicants may not award sole source contracts to consulting, engineering or other firms assisting applicants with the proposal based solely on the firm's role in preparing the proposal.

2. Subawards/Subgrants. Successful applicants may award subgrants (also referred to as subawards) of financial assistance to fund partnerships under the EPA grant provided the recipient complies with applicable requirements for subgrants/subawards including those contained in 40 CFR Parts 30 or 31. Successful applicants cannot use subgrants/subawards to avoid requirements in EPA grant regulations for competitive procurement by using subgrants/subawards to acquire commercial services or products from for-profit organizations. EPA will not be a party to subgrant/subaward agreements.

3. Subawardee and Contractor Consideration during Evaluation. Section V of the announcement describes the evaluation criteria and the evaluation process that will be used by EPA to make selections under this announcement. During this evaluation, except for those criteria that relate to the applicant’s own qualifications, past performance, and reporting history, the review committee will consider, as appropriate and relevant, the qualifications, expertise, and experience of:

- (i) an applicant’s named subawardees/subgrantees identified in the proposal if the applicant demonstrates in the proposal that if it receives an award that the subaward/subgrant will be properly awarded consistent with the applicable regulations in 40 CFR Parts 30 and 31. For example, applicants must not use subawards/subgrants to obtain commercial services or products from for-profit firms or individual consultants.
- (ii) an applicant’s named contractor(s), including consultants, identified in the proposal if the applicant demonstrated in its proposal that the contractor(s) was selected in compliance with the competitive Procurement Standards in 40 CFR Part 30 or 40 CFR 31.36 as appropriate. For example, an applicant must demonstrate that it selected the contractor(s) competitively or that a proper noncompetitive sole-source award consistent with the regulations will be made to the contractor(s), that efforts were made to provide small and disadvantaged businesses with opportunities to compete, and that some form of cost of price analysis was conducted. EPA may not accept sole source justifications for contracts for services or products that are otherwise readily available in the commercial marketplace.

EPA will not consider the qualification, experience, and expertise of named subawardees/subgrantees and/or named contractors during the proposal evaluation process unless the applicant complies with these requirements.

V. APPLICATION REVIEW INFORMATION

A. Evaluation Criteria

Proposals will be evaluated and scored by reviewers using the applicable criteria listed below. Each proposal may receive up to 100 points. Applicants should explicitly address these criteria as part of their submittals.

1. Proposal Evaluation Criteria (100 pts)

Points	Criteria
40	<p>1. <u>Scope/Approach:</u> Under this criterion, proposals will be evaluated based on whether they present:</p> <ul style="list-style-type: none"> • a technically sound and innovative approach to reducing (not capturing and removing) land-based sources of marine debris in coastal watersheds (see Section I.B.) including a description of the environmental significance of the project and how source reduction will also reduce costs to local government, businesses, and/or industry. (20 pts) • project tasks based on watershed plans (e.g., trash TMDL implementation plan, Phase

	<p>I MS4 permit w/trash provisions, regional marine debris plan, etc.) and/or associated assessments/analyses to ensure that priority activities undertaken will lead to achievement of water quality and/or pollutant reduction objectives and the protection of beneficial uses within a specific timeframe. See Sections I.B. and IV.B. (20 pts)</p>
20	<p>2. <u>Environmental Results—Outcomes and Outputs:</u> Under this criterion, proposals will be evaluated based on whether they demonstrate:</p> <ul style="list-style-type: none"> • environmental results, which include specific (quantitative) water quality and related environmental outputs and outcomes, that will be achieved by the project. See Section I.C.2. and 3. (10 pts) • an effective plan for tracking and measuring progress toward achieving expected project outputs and outcomes, including those identified in Section I.C.2. and 3. (10 pts)
20	<p>3. <u>Partnerships:</u> Under this criterion, proposals will be evaluated based on whether they demonstrate:</p> <ul style="list-style-type: none"> • strong partnerships, particularly those that establish or enhance new and unique relationships, and contribute to expected environmental results. (10 pts) • specifics as to the roles the partners will play to support the proposed project and activities to establish new institutional capacity or other methods for ongoing water quality results. Letters of support provided by partners to substantiate their role will be reviewed. (10 pts)
10	<p>4. <u>Budget Detail:</u> Under this criterion, proposals will be evaluated based on:</p> <ul style="list-style-type: none"> • the level of detailed budget information provided which should include an approximation of the cost allocated for each major activity over the project’s expected timeline. Budget resources necessary for completing a Quality Assurance Project Plan (QAPP), if applicable, sharing project information broadly, and reporting progress, are expected to be included. (5 pts) • whether the overall project costs and the various components are cost-effective and reasonable in furthering future source reduction. (5 pts)
10	<p>5. <u>Programmatic Capability and Past Performance:</u> Under this criterion, proposals will be evaluated based on the applicant’s:</p> <ul style="list-style-type: none"> • past performance in successfully completing and managing assistance agreements identified in the proposal narrative as described in Section IV.B.; and history of meeting the reporting requirements under those assistance agreements including whether the applicant submitted acceptable final technical reports, the extent to which the applicant adequately and timely reported their progress towards achieving the expected outputs and outcomes, and if such progress was not being made whether the applicant adequately reported why not. (5 pts) • organizational experience and plan for timely and successfully achieving the objectives of the proposed project; and staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project. (5 pts) <p><i>Note: In evaluating applicants under the first two items of this criterion, EPA will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and/or prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). If you do not have any relevant or available past performance or reporting information, please indicate this in the proposal and you will receive a neutral score for these subfactors (items i and ii above—a neutral score is half of the total points available in a subset of</i></p>

<i>possible points). If you do not provide any response for these items, you may receive a score of zero for these factors.</i>

B. Review and Selection Process.

Eligible proposals will be evaluated by the U.S. EPA Region 9 Review Committee that will score and rank proposals using the evaluation criteria in Section V.A. The Committee will consist of EPA staff and may also include representatives from other federal agencies. The Committee will provide rankings and funding recommendations based on proposal scores to the selection official (Director or Acting Director of U.S. EPA Region 9 Water Division). Final funding decisions will be made by the selection official, in consultation with the Regional Administrator of U.S. EPA Region 9. In making the final funding decisions, the selection official in consultation with the Regional Administrator, may also take into account the following factors: geographic distribution of funds, diversity of projects, and availability of funds. Proposals selected for funding will be asked to submit a final application package in order to award funds.

VI. AWARD ADMINISTRATION INFORMATION

A. Award Notices. Applicants who have been selected for an award and whose final application has been approved can expect to receive an award document which constitutes an agreement between EPA and the recipient organization, and sets forth the terms and conditions of the financial assistance. As the assistance agreement is a legal document, an authorized representative of your organization must indicate acceptance by signing and returning the appropriate copies to the EPA Region 9 Grants Management Office. Specific instructions will be provided with the award document.

Some projects may trigger the application of the National Environmental Policy Act (NEPA) and/or compliance with other Federal environmental laws such as the National Historic Preservation Act and the Endangered Species Act. If such projects are selected for funding, EPA cannot issue the grant awards until the requisite NEPA and/or other environmental review documents have been completed. In some cases, applicants will be required to submit an Environmental Information Document (EID) or other environmental information to assist EPA in meeting its obligations under NEPA or other Federal environmental laws.

Unsuccessful applicants will receive notification by email or telephone within 15 days of the final selections for award.

EPA reserves the right to negotiate and/or adjust the final grant amount and work plan content prior to award, as appropriate and consistent with Agency policy including the Assistance Agreement Competition Policy, EPA Order 5700.5A1. An approvable work plan is required to include:

1. Work plan components to be funded under the grant;
2. Estimated funding amounts for each work plan component;
3. Work plan commitments/outputs for each work plan component and a timeframe for their accomplishment;
4. Performance evaluation process and reporting schedule; and
5. Roles and responsibilities of the recipient and EPA in carrying out the work plan commitments.

In addition, successful applicants will be required to certify that they have not been Debarred or Suspended from participation in federal assistance awards in accordance with 2 CFR Part 180.

B. Administrative and National Policy Requirements. The general award and administration process for all West Coast Estuaries Initiative Funds is governed by regulations at 40 CFR Part 30 ("Uniform Administrative Requirements for Grants and Agreements to Institutions of Higher Education, Hospitals, and Other Non-profit Organizations") and 40 CFR Part 31 ("Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments"). All costs incurred under this program must be allowable under the applicable Code of Federal Regulation (formerly Office of Management and Budget (OMB) Cost Circulars): 2CFR 225 (formerly A-87) for States and local governments, 2 CFR 230 (formerly A-122) for nonprofit organizations, or 2 CFR 220 (formerly A-21) for universities. Copies of these circulars can be found at <http://www.whitehouse.gov/omb/circulars/>. In accordance with EPA policy and the OMB circulars, as appropriate, any recipient of funding must agree not to use assistance funds for lobbying, fund-raising, or political activities (i.e., lobbying members of Congress or lobbying for other Federal grants, cooperative agreements, or contracts.)

C. Central Contractor Registration (CCR) and Data Universal Numbering System (DUNS)

Requirements. Unless exempt from these requirements under OMB guidance at [2 CFR Part 25](http://www.whitehouse.gov/omb/circulars/) (e.g., individuals), applicants must:

1. Be registered in the CCR prior to submitting an application or proposal under this announcement. CCR information can be found at <https://www.bpn.gov/ccr/>
2. Maintain an active CCR registration with current information at all times during which it has an active Federal award or an application or proposal under consideration by an agency, and
3. Provide its DUNS number in each application or proposal it submits to the agency. Applicants can receive a DUNS number, at no cost, by calling the dedicated toll-free DUNS Number request line at 1-866-705-5711, or visiting the D&B website at: <http://www.dnb.com>.

If an applicant fails to comply with these requirements, it will, should it be selected for award, affect their ability to receive the award.

D. Reporting Requirements. Project monitoring and reporting requirements can be found in 40 CFR Part 30.50-30.52, 40 CFR Part 31.40-31.41. In general, recipients are responsible for managing the day-to-day operations and activities supported by the grant or cooperative agreement to assure compliance with applicable federal requirements, and for ensuring that established milestones and performance goals are being achieved. Performance reports and financial reports must be submitted quarterly and are due 30 days after the reporting period. The format for these reports will be identified during the grant application time frame, and will include reporting on established performance measures indicated in the project description (i.e., goals, outputs and outcomes). The final report is due 90 days after the assistance agreement has expired.

E. Dispute Process. Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005), which can be found at: http://frwebgate.access.gpo.gov/cgi-bin/getpage.cgi?position=all&page=3629&dbname=2005_register

F. Administrative Capability Requirement. Nonprofit applicants that are recommended for funding under this announcement may be subject to pre-award administrative capability reviews consistent with Section 8b, 8c, and 9d of EPA Order 5700.8 - Policy on Assessing Capabilities of Non-Profit Applicants for Managing Assistance Awards (http://www.epa.gov/ogd/grants/award/5700_8.pdf). In addition, nonprofit applicants that qualify for funding may be required, depending on the size of the award, to fill

out and submit to the Grants Management Office the Administrative Capabilities Form with supporting documents contained in Appendix A of EPA Order 5700.8.

In addition, non-profit applicants who receive an award under this announcement will be required to have at least two of their employees complete the mandatory online training, EPA Grant Management Training for Non-Profit Applicants and Recipients.” One person must be the project manager, or equivalent, for the assistance agreement. The other individual must be the person authorized to draw down funds for the assistance agreement. The training must be completed by both employees prior to the acceptance of the award. The course can be accessed at:
<http://www.epa.gov/ogd/training/index.htm>.

G. Restrictions on Use of Federal Funds. In accordance with EPA policy and OMB circular, any recipient of funding must agree not to use assistance funds for fund-raising, or political activities such as lobbying members of Congress or lobbying for other federal grants, cooperative agreements, or contracts. EPA grant funds may only be used for the purposes set forth in the grant agreement, and must be consistent with the statutory authority for the award. Grant funds may not be used for matching funds for other Federal grants, or intervention in Federal regulatory or adjudicatory proceedings. In addition, Federal funds may not be used to sue the federal government or any other government entity.

H. Pre-award Costs. In certain circumstances costs incurred prior to the grant award may be eligible for reimbursement. However, this does not include any costs associated with responding to this solicitation or in finalizing the application package. If costs are incurred before the award, they are incurred at the applicant’s or grantee’s own risk.

I. Subaward and Executive Compensation Reporting. Applicants must ensure that they have the necessary processes and systems in place to comply with the sub-award and executive total compensation reporting requirements established under OMB guidance at [2 CFR Part 170](#), unless they qualify for an exception from the requirements, should they be selected for funding.

J. Website References in Solicitations. Any non-federal websites or website links included in this solicitation are provided for proposal preparation and/or informational purposes only. U.S. EPA does not endorse any of these entities or their services. In addition, EPA does not guarantee that any linked, external websites referenced in this solicitation comply with Section 508 (Accessibility Requirements) of the Rehabilitation Act.

K. Unliquidated Obligation (ULO). An applicant that receives an award under this announcement is expected to manage assistance agreement funds efficiently and effectively and make sufficient progress towards completing the project activities described in the work-plan in a timely manner. The assistance agreement will include terms/conditions implementing this requirement.

L. Unpaid Federal Tax Liabilities and Federal Felony Convictions for Non-Profit and For-Profit Organizations. Awards made under this announcement are subject to the provisions contained in the Department of Interior, Environment, and Related Agencies Appropriations Act, 2012, HR 2055, Division E, Sections 433 and 434 regarding unpaid federal tax liabilities and federal felony convictions. These provisions prohibit EPA from awarding funds made available by the Act to any for-profit or non-profit organization: (1) subject to any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability; or (2) that was convicted (or had an officer or agent of such corporation acting on its behalf

convicted) of a felony criminal conviction under any Federal law within 24 months preceding the award, unless EPA has considered suspension or debarment of the corporation, or such officer or agent, based on these unpaid tax liabilities or convictions, and determined that such action is not necessary to protect the Government's interests. Non-profit or for-profit organizations that are covered by these prohibitions are ineligible to receive an award under this announcement.

M. Unfair Competitive Advantage. EPA personnel will take appropriate actions in situations where it is determined that an applicant may have an unfair competitive advantage, or the appearance of such, in competing for awards under this announcement. Affected applicants will be provided an opportunity to respond before any final action is taken.

VII. AGENCY CONTACTS

For additional information, please contact:

Ephraim D. Leon-Guerrero
Innovative Source Reduction for Land-Based Sources of Marine Debris from Coastal Watersheds
Watersheds Office
U.S. EPA Region 9 (WTR-3)
75 Hawthorne Street
San Francisco, CA 94105
(415) 972-3444
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Saskia van Gendt
Innovative Source Reduction for Land-Based Sources of Marine Debris from Coastal Watersheds
Sustainable Materials Management
U. S. EPA Region 9 (WST-7)
75 Hawthorne Street
San Francisco, CA 94105
(415) 947-4103
vangendt.saskia@epa.gov

VIII. OTHER INFORMATION

A. Quality Assurance and Quality Control (QA/QC). Certain quality assurance and/or quality control (QA/QC) and peer review requirements are applicable to the collection of environmental data. Environmental data are any measurements or information that describe environmental processes, location, or condition; ecological or health effects and consequences; or the performance of environmental technology. Environmental data also include information collected directly from measurements, produced from models, and obtained from other sources such as data bases or published literature. Regulations pertaining to QA/QC requirements can be found in 40 CFR Parts 30.54 and 31.45. Additional guidance can be found at http://www.epa.gov/quality/qa_docs.html#noeparqt. Applicants should allow sufficient time and resources for this process in their proposed projects. If your organization does not have a Quality Management System in place, one must be developed. A project specific Quality Assurance Project Plan (QAPP) must be submitted and approved by EPA if your project includes sampling of any kind. If your proposal is selected and a QAPP required, you are encouraged to contact the EPA's QA Office at 415-972-3411 as soon as possible to discuss the process and set up a schedule for review. Allow 3-4 months in your timeline for approval of these plans.

B. Assistance Agreement Terms and Conditions. Information Technology. As a Term and Condition of the grant, recipients will be required to institute standardized reporting requirements into their work plans and include such costs in their budgets.

C. Other Useful References. This information is for informational purposes only and is not meant to be an EPA endorsement or sanction of any of the organizations or the websites listed below. The views

expressed in the listed websites are those of the author/editor/speaker only and do not necessarily represent those of the United States or the US EPA. See Section VI.J. above for EPA's website guidelines. For further information, you may use the following links:

- **EPA Marine Debris Program**

<http://www.epa.gov/region9/marine-debris/index.html>

<http://water.epa.gov/type/oceb/marinedebris/index.cfm>

- **Example Marine Debris Plans**

http://www.westcoastcoceans.org/media/Marine_Debris_Final_Work_Plan.pdf

http://www.opc.ca.gov/webmaster/ftp/pdf/opc_ocean_litter_final_strategy.pdf

http://www.plasticdebris.org/CA_Action_Plan_2006.pdf

<http://marinedebris.noaa.gov/projects/pdfs/himdap.pdf>

- **Example Phase I MS4 Permits with Trash Reduction Provisions**

http://www.swrcb.ca.gov/rwqcb2/water_issues/programs/stormwater/Municipal/index.shtml

http://www.cleanwaterhonolulu.com/storm/NPDES_Permit.pdf

- **Example Trash TMDL Implementation Plans**

http://63.199.216.6/larwqcb_new/bpa/tmdl_listW.php?query_pl=Trash

http://63.199.216.6/larwqcb_new/bpa/tmdl_listW.php?query_pl=Debris

Attachment A: GRANTS.GOV INSTRUCTIONS

Innovative Source Reduction for Land-Based Sources of Marine Debris Coastal Watersheds

2012 Request for Proposals

1. ELECTRONIC SUBMISSION

Applicants who wish to submit their materials electronically through the Grants.gov web site may do so. Grants.gov allows an applicant to download a proposal package template and complete the package offline based on agency instructions. After an applicant completes the required proposal package, it can submit the package electronically to Grants.gov, which transmits the package to the funding agency. Pictures and/or maps will need to be scanned so that they can be submitted electronically as part of the proposal package.

If you wish to apply electronically via Grants.gov, the electronic submission of your proposal package must be made by an official representative of your institution who is registered with Grants.gov and authorized to sign applications for Federal assistance. For more information, go to <http://www.grants.gov> and click on “Get Registered” on the left side of the page. *Note that the registration process may take a week or longer to complete.* If your organization is not currently registered with Grants.gov, please encourage your office to designate an Authorized Organization Representative (AOR) and ask that individual to begin the registration process as soon as possible.

To begin the proposal process under this grant announcement, go to <http://www.grants.gov> and click on the “Apply for Grants” tab on the left side of the page. Then click on “Apply Step 1: Download a Grant Application Package” to download the compatible Adobe viewer and obtain the application package.

To apply through grants.gov you must use Adobe Reader applications and download the compatible Adobe Reader version (Adobe Reader applications are available to download for free on the Grants.gov website. For more information on Adobe Reader please visit the Help section on grants.gov at <http://www.grants.gov/help/help.jsp> or http://www.grants.gov/aboutgrants/program_status.jsp).

You may retrieve the application package and instructions by entering the Funding Opportunity Number, **EPA-R9-WTR3-12-003**, or the CFDA number that applies to the announcement (CFDA 66.439), in the applicable field. Then complete and submit the proposal package as indicated. You may also be able to access the proposal package by clicking on the Application button at the top right of the synopsis page for this announcement on <http://www.grants.gov> (to find the synopsis page, go to <http://www.grants.gov> and click on the “Find Grant Opportunities” button on the left side of the page and then go to Search Opportunities and use the Browse by Agency feature to find EPA opportunities).

Application Submission Deadline

Your organization’s AOR must submit your complete proposal electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than **June 8, 2012 at 5:00 P.M. Pacific Standard Time.**

Please submit **all** proposal materials described below. To view the full funding announcement, go to <http://www.grants.gov> and click on “Find Grant Opportunities” on the left side of the page and then click on Search Opportunities/Browse by Agency and select Environmental Protection Agency. Proposal materials submitted through Grants.gov will be time/date stamped.

How to submit your proposal through Grants.gov

Applicants are required to submit the following documents electronically through Grants.gov. All documents should appear in the “Mandatory Documents” box on the Grants.gov Grant Application Package page.

- § For the Proposal Narrative portion, you will need to attach electronic files. Prepare this as described in Section IV.C, CONTENT OF PROPOSAL SUBMISSION, of the announcement and save the document to your computer as an MS Word or PDF file. When you are ready to attach it to the proposal package, click on “Project Narrative Attachment Form,” and open the form. Click “Add Mandatory Project Narrative File,” and then attach it (previously saved to your computer) using the browse window that appears. You may then click “View Mandatory Project Narrative File” to view it. Enter a brief descriptive title of your project in the space beside “Mandatory Project Narrative File Filename,” the filename should be no more than 40 characters long. If there are other attachments that you need to submit to accompany your proposal narrative (such as Attachment A, letters of support from partners or annotated resumes), you may click “add Optional Project Narrative File” and proceed as before. When you have finished attaching the necessary documents, click “Close Form.” When you return to the “Grant Application Package” page, select the “Project Narrative Attachment Form” and click “Move Form to Submission List.” The form should now appear in the box that says, “Mandatory Completed Documents for Submission.”
- § The following 2 additional documents should appear in the “Mandatory Documents” box on the Grants.gov Grant Application Package page.
1. SF 424 – Application for Federal Assistance
 2. SF 424A – Budget Information for Non-Construction Programs
- § For each document, click on the appropriate form and then click “Open Form” below the box. The fields that must be completed will be highlighted in yellow. Optional fields and completed fields will be displayed in white. If you enter an invalid response or incomplete information in a field, you will receive an error message. When you have finished filling out each form, click “Save.” When you return to the electronic Grant Application Package page, click on the form you just completed, and then click on the box that says, “Move Form to Submission List.” This action moves the document over to the box that says, “Mandatory Completed Documents for Submission.”

Once you have finished filling out all of the forms/attachments and they appear in one of the “Completed Documents for Submission” boxes, click the “Save” button that appears at the top of the Web page. It is suggested that you save the document a second time, using a different name, since this will make it easier to submit an amended package later if necessary.

Please use the following format when saving your file: “Applicant Name – FY12 – “Reg9 Marine Debris Source Reduction Proposal” – 1st Submission.” If it becomes necessary to submit an amended package at a later date, then the name of the 2nd submission should be changed to “Applicant Name – “Reg9 Marine Debris Source Reduction Proposal” – 2nd Submission.” Once your proposal has been completed and saved, send it to your AOR for submission to U.S. EPA through Grants.gov. Please advise your AOR to close all other software programs before attempting to submit the proposal package through Grants.gov.

From the “Grant Application Package” page, your AOR may submit the proposal package by clicking the “Submit” button that appears at the top of the page. The AOR will then be asked to verify the agency and funding opportunity number for which the package is being submitted. If problems are encountered during the submission process, the AOR should reboot his/her computer before trying to submit the proposal package again. [It may be necessary to turn off the computer (not just restart it) before attempting to submit the package again.] If the AOR continues to experience submission problems, he/she may contact Grants.gov for assistance by phone at **1-800-518-4726** or email at <http://www.grants.gov/help/help.jsp>. If you have any other technical difficulties while applying electronically, please refer to <http://www.grants.gov/help/help.jsp>. Alternatively, please contact Ephraim D. Leon-Guerrero if you are having difficulties.

If you have not received a confirmation of receipt from EPA (*not from Grants.gov*) within 30 days of the proposal deadline, please contact Ephraim D. Leon-Guerrero (contact information below). Failure to do so may result in your proposal not being reviewed.

2. AGENCY CONTACT

Ephraim D. Leon-Guerrero

Phone: (415) 972-3444

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Saskia van Gendt

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